



NIMS Communications Unit Workgroup Policies and Procedures

Developed by Statewide Interoperability Executive Committee (SIEC) NIMS-CU Workgroup

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NIMS Communications Unit Workgroup Policies and Procedures

1 Introduction

1.1 Purpose

This document describes the policies and procedures that will be followed by Arizona's National Incident Management System Communications Unit (NIMS-CU) Workgroup.

1.2 Definitions

An All-Hazards Communications Unit Leader (COML) is defined by the U.S. Department of Homeland Security (DHS) as a person that plans and manages the technical and operational aspects of the communications function during an all-hazards incident or event.

"Arizona Agency" refers to any Arizona police, fire, Emergency Medical Service (EMS), municipal, county, State, tribal, or federal Agency, or Non-Governmental Organization (NGO) performing public safety or public service activities.

1.3 Background

The NIMS-CU Workgroup is a standing Workgroup of Arizona's Statewide Interoperability Executive Committee (SIEC). The Workgroup reviews the qualifications of each applicant seeking recognition or renewal of recognition as an Arizona Regional All-Hazards COML and confers recognition on qualified applicants. The Workgroup may also decline to recognize an applicant as an Arizona Regional All-Hazards COML, and instead suggest additional training or experience that could enable the applicant to be recognized at a future date.

The Workgroup is also responsible for maintaining a body of policies and procedures related to its work. These policies and procedures are subject to modification, review and approval by the SIEC.

1.4 References

Please also refer to the Arizona Regional All-Hazards COML Recognition Procedure which is available online at: <http://azpsic.gov/library/standards/default.htm>.

1.5 Administration

Arizona's Public Safety Interoperable Communications (PSIC) Office, with guidance from SIEC and the NIMS-CU Workgroup, is responsible for administering this procedure.

1.6 Document Terminology

The terms "shall," "must," "will," and "required" are used throughout this document to indicate required parameters and to differentiate from recommended parameters. Recommendations are identified by the words "should," "desirably" and "preferably."

1.7 Updates & Revisions

This document will be reviewed annually and updated as needed. Those wishing to recommend revisions or additions to this document should send their recommendations electronically to

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psic@azpsic.gov or in writing to the PSIC Office, c/o Arizona Strategic Enterprise Technology (ASET) Office at 100 N 15th Avenue, Suite 400, Phoenix, AZ 85007.

All recommended revisions to this document will be reviewed by the NIMS-CU Workgroup, which will recommend appropriate changes to SIEC. Revised versions of this document will be effective once approved by SIEC.

2 Workgroup Structure

2.1 Membership

The NIMS-CU Workgroup must have a minimum of four members, all appointed by SIEC. The members must have knowledge of the positions, skills and abilities needed by candidates seeking recognition as Arizona Regional All-Hazards COMLs. Members of the Workgroup serve until replaced. SIEC may take action at any time to revise the Workgroup's membership.

2.2 Support

The PSIC Office shall provide administrative support to the Workgroup, and be the repository for Workgroup records, including meeting notes, applicant materials, resource databases and documents generated by the Workgroup.

2.3 Annual Meetings

A minimum of one in-person meeting should be held by the Workgroup annually. The purpose of this annual meeting is to revise and/or reaffirm policies and procedures of the Committee and to identify communications-related information to be distributed to all Arizona Regional All-Hazards COMLs. Members should make every effort to attend this meeting in person, but may participate by teleconference if necessary. Additional meetings may be scheduled as needed by the Workgroup.

3 Arizona Regional All-Hazards COML Application Review Process

3.1 Application Requirements

Applications for recognition as an Arizona Regional All-Hazards COML must be submitted to the PSIC Office either electronically to psic@azpsic.gov or by mail or in person to the PSIC Office, c/o Arizona Strategic Enterprise Technology (ASET) Office, 100 N 15th Avenue, Suite 400, Phoenix, AZ 85007.

Applicants must provide the following application materials:

- Arizona Regional All-Hazards COML Submission Checklist Form including personal contact and Agency Affiliation information (see Appendix A)
- Written confirmation that all prerequisite training has been completed
- Copy of the Certificate of Completion from DHS approved All-Hazards COML Training
- Copy of the completed All-Hazards COML Taskbook (in a form approved by DHS)

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3.2 Taskbook Requirements

The All-Hazards COML Taskbook submitted for each candidate must be legible and include the following completed elements:

- A. Each numbered task in the Taskbook must be initialed by a qualified evaluator who was present at the incident. [Note: separate initials are not required for each bulleted sub-task.]

Appropriate approval authorities for All-Hazards COML Taskbooks include:

- Incident Commanders, Logistics and Operations Section Chiefs
 - NIMS-trained All-Hazards COMLs
 - Supervisory personnel or other individuals with relevant experience who are qualified to evaluate the requirement being approved
- B. Contact information for each evaluator must be provided in the evaluator information section at the back of the Taskbook.
 - C. Final Evaluator's Verification: Signed verification by a qualified evaluator that all tasks in the Taskbook have been performed and are appropriately documented, and that the candidate has performed as a trainee.
 - D. Agency Certification: Signed certification by an Arizona Agency Certifying Official, confirming that the candidate has met all requirements for qualification as an All-Hazards COML and that the qualification has been issued. [Note: If a Taskbook contains an Agency Certification by an agency that is not an Arizona Agency, as defined in Section 1.2, the candidate must submit a separate Agency Certification using the Revision of Agency Certification section of the Arizona Regional All-Hazards COML Certification Form (see Appendix B) with certification by an Arizona Agency.]

3.3 Review

The PSIC Office will review application materials for completeness and verify that applicants have provided all necessary documentation. Complete application materials will be distributed to Workgroup members within two weeks of receipt. Workgroup members must abstain from any processing of their own application materials.

The Workgroup will review the candidate's submitted materials and may make additional inquiries if more information is needed from the candidate, Taskbook evaluators and/or the candidate's Agency.

Approximately two weeks prior to scheduled meetings of SIEC, the Workgroup will meet either in person or by teleconference if complete application or renewal materials have been received for recognition. During the meeting, the Workgroup will discuss candidates individually. Workgroup members unable to attend may provide their recommendations regarding specific candidates to the PSIC Office and request PSIC speak on their behalf at the meeting. However, a minimum of three Workgroup members must actively participate in each applicant-related action.

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For all complete applications meeting the requirements noted above, Taskbooks will be evaluated by the Workgroup based on the number, depth and complexity of the incidents/events listed in the Taskbook.

Applicants approved by at least three of the Workgroup members will be formally granted recognition. The Workgroup will also determine recommendations that will be made to those applicants who are not granted recognition.

3.4 Notification of Results

After the application and Taskbook review is complete, the PSIC Office will advise each applicant and their Agency in writing of the results of the Workgroup's review.

If an applicant is granted recognition, the PSIC Office will issue the individual a document confirming designation as an Arizona Regional All-Hazards COML. He/she will also be added to the Arizona Regional All-Hazards COML Resource List.

Those not granted recognition will be sent the Workgroup's recommendations for additional training and/or experience needed by the applicant to be considered for recognition at a later date. The Workgroup may also provide the candidate's Agency with any observations the Workgroup feels are relevant to the candidate's ability to meet State or nationally established All-Hazards COML standards.

The PSIC Office will generate a Summary Report of the Workgroup's actions and provide it to SIEC at its next meeting.

3.5 Agency Certification Changes

Recognized Arizona Regional All-Hazards COMLs must maintain affiliation with an Arizona Agency during the recognition period.

An Arizona Agency Certifying Official may withdraw certification by formal written notice of such withdrawal using the Removal of Agency Certification section of the Arizona Regional All-Hazards COML Certification Form (see Appendix B).

If an Arizona Regional All-Hazards COML moves to a different Agency, he/she must provide an Agency Certification from the new Agency using the Revision of Agency Certification section of the Arizona Regional All-Hazards COML Certification Form (see Appendix B) to enable the PSIC Office to update records accordingly. The change of affiliation will not affect the recognition renewal date for the Arizona Regional All-Hazards COML.

3.6 Renewal

The designation of Arizona Regional All-Hazards COML is effective for three years from the date recognition is granted by the NIMS-CU Workgroup. Prior to the end of the three-year period, recognized Arizona Regional All-Hazards COMLs seeking renewal of their designation must:

- Request renewal [Note: Instructions and forms for submitting applications for renewal will be provided on the PSIC website.]

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- Document communications experience and/or participation in training, education and/or incidents during the previous three years
- Provide updated Agency Certification from an Arizona agency affirming that they continue to meet all requirements for qualification as an All-Hazards COML and that such qualification has been issued

Applicants requesting renewal who are approved by at least three of the Workgroup members will have their status as a recognized Arizona Regional All-Hazards COML renewed for an additional three year term. The Workgroup will determine recommendations that will be made to any applicant who is not granted renewal of their recognition.

Appendix A

Arizona Regional All-Hazards COML Submission Checklist



Name of COML _____
First Name Middle Initial/Name Last Name

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Email Address _____

Agency Name _____

Agency Address _____

Agency City _____ State _____ Zip Code _____

Agency Contact Name _____ Title _____

Phone Number _____ Email Address _____

- ☐ All Prerequisite Training Completed
 - ☐ ICS 700 (Printout attached)
 - ☐ ICS 800 (Printout attached)
 - ☐ ICS 100 (Printout attached)
 - ☐ ICS 200 (Printout attached)
 - ☐ ICS 300 (Printout attached)
- ☐ Copy of Certificate of Completion from All-Hazards COML training
- ☐ Legible All-Hazards COML Taskbook, including the following completed elements:
 - ☐ All numbered tasks initialed by appropriate approval authorities
 - ☐ Contact information provided for each evaluator at the end of the Taskbook
 - ☐ Final Evaluator's Verification
 - ☐ Arizona Agency Certification

Submitted by _____ Date _____

Submission of Materials

Mail or In Person

PSIC Office, Arizona Strategic Enterprise Technology Office
100 N 15th Avenue, Suite 400
Phoenix, AZ 85007

Electronic

psic@azpsic.gov

For Questions, call (602) 364-4498

For PSIC Office Use:

Received By Title Date

Appendix B

Arizona Regional All-Hazards COML Agency Certification



Name of COML _____
First Name Middle Initial/Name Last Name
Address _____
City _____ State _____ Zip Code _____
Telephone Number _____ Email Address _____

Revision of Agency Certification

I certify that the individual named above has met all requirements for qualification as an All-Hazards COML and that such qualification has been issued.

Certifying Official's Signature _____ Date _____
Print Official's Name _____ Title _____
Phone Number _____ Email Address _____
Agency Name _____
Agency Address _____
Agency City _____ State _____ Zip Code _____

Removal of Agency Certification

Please remove our Agency's certification from the record of the individual COML named in the top section above.

Authorizing Official's Signature _____ Date _____
Print Official's Name _____ Title _____
Phone Number _____ Email Address _____
Agency Name _____
Agency Address _____
Agency City _____ State _____ Zip Code _____

[Note: Requirements for qualification are described in the Arizona Regional All-Hazards COML Recognition Procedure, available online at <http://www.azpsic.gov/library/coml/>.]

Submission of Materials

Mail or In Person

PSIC Office, Arizona Strategic Enterprise Technology Office
100 N 15th Avenue, Suite 400
Phoenix, AZ 85007

Electronic

psic@azpsic.gov

For Questions, call (602) 364-4498

For PSIC Office Use:

Received By Title Date